

MISSOURI DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS

ECONOMIC RESOURCE
GUIDE

MISSION STATEMENT

To promote industry and labor and protect the rights and safety of Missouri's workforce.

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Employers can sign up at UINTERACT.LABOR.MO.GOV to pay tax contributions online using



our state-of-the-art, fully-integrated system for unemployment insurance tax, benefits and appeals.

MISSOURI IS 1 OF 7 STATES WITH A MINIMUM 0%



25% OF CONTRIBUTING BUSINESSES HAD A ZERO RATE IN 2016

HOW IS THE UI TAX RATE DETERMINED?

NEW EMPLOYER RATE

New employers receive a tax rate assigned to all new employers of the same industrial classification. Find your industry at labor. mo.gov/DES/Employers/ tax_rates.

EXPERIENCE RATE

Once an employer becomes eligible, an experience rate is calculated based on the ratio between an employer's average annual taxable payroll, unemployment claims against its account and taxes paid previously by the employer.

Experience Rating

The experience rating is an incentive for employers to maintain stable employment, review claims and reduce unemployment.

LABOR.MO.GOV/DES/EMPLOYERS/TAX RATES

PROPER WORKER CLASSIFICATION

Employees working off the books, being paid under the table in cash or incorrectly treated as independent contractors are considered improperly classified.



- · Get direction on when, where and how to complete work
- Are paid by the hour, week or month
- Reimbursed for business or travel expenses
- Perform work on the business's premises
- · Have a continuing relationship with the employer.

IMPROPER CLASSIFICATION COULD RESULT IN PENALTIES OF \$50-\$1,000 PER DAY, PER WORKER

Use the online assessment to determine if a worker should be classified as an employee or independent contractor.

LABOR.MO.GOV/OFFTHEBOOKS

OTHER THINGS TO CONSIDER WHEN HIRING EMPLOYEES

"What is Missouri's minimum wage?"

"What do I need to pay tipped employees?"

"Can I employ youth?"

"Am I required to give employees breaks?"

"How much am I required to pay for overtime?"

"Am I required to provide paid vacation or sick leave?"

Find these answers and more information about youth employment and wage and hour at: LABOR.MO.GOV/DLS

WORKERS' COMPENSATION COVERAGE



EMPLOYERS MUST CARRY WORKERS' COMPENSATION INSURANCE IF THEY:

- HAVE 5 OR MORE EMPLOYEES

 OR
- ARE IN THE CONSTRUCTION INDUSTRY AND HAVE 1 OR MORE EMPLOYEES

INSURANCE.MO.GOV

AN ALTERNATIVE:

Employers and groups of employers may apply to the Division of Workers' Compensation to self-insure their workers' compensation obligations, which may save money.

LABOR.MO.GOV/DWC/EMPLOYERS/IND_SELF_INS

BEWARE OF THESE COMMON MISTAKES:

LLC members may opt-out of coverage, but if a workplace injury occurs, they are liable for all medical costs, which generally are denied by medical insurance.

Make sure subcontractors have current insurance on all of their employees or you will be held responsible if a workplace injury

You can determine if a subcontractor has coverage in the state of Missouri by visiting:

LABOR.MO.GOV/AREYOUCOVERED

For more information about Workers' Compensation visit:

LABOR.MO.GOV/DWC





ON-SITE SAFETY & HEALTH CONSULTATION PROGRAM

We can assist you in making your workplace safer and help avoid costly penalties.

Our consultants assist businesses in being OSHA compliant by identifying site-specific safety and health hazards without assessing any fines or penalties.

IMPROVE SAFETY AND SAVE MONEY

INVEST IN YOUR WORKFORCE BY REQUESTING A CONSULTATION TO:

- Identify and correct workplace hazards
- Reduce workplace injuries
- Save money on workers' compensation insurance.

ON-SITE CONSULTATIONS:

- Are conducted at no cost to the business
- Assess no fines or penalties
- Completely confidential
- Are employer-initiated and controlled.



YOU MAY BE SHARP ELIGIBLE!

The Safety and Health Achievement Recognition Program (SHARP) is an award program for small businesses that have participated in the On-Site Program and continue to operate safely.



BECOME A SHARP EMPLOYER TO:

- Decrease workplace injuries
- Reduce insurance premiums
- Cut out-of-pocket expenses
- Become exempt from OSHA programmed inspections for up to three years.

LABOR.MO.GOV/SHARP

MINE AND CAVE SAFETY

The Mine Safety and Health Training Program helps miners and the mining community reduce accidents through education, training and hazard elimination and assists miners in implementing safe and healthy work habits.

TRAININGS INCLUDE:

- Safety and Loss Control
- MSHA Training Plan
- Evacuation Plans

- Cardiopulmonary Resuscitation (CPR)
- and Elimination
- Ventilation PlansSubstance AbuseJob SafetyAnalysis
- 30 CFR Parts 46. 48. 56. 57 and 77
- Accident Hazard Awareness Investigation
 - Revised Missouri Statutes
 - Site Inspections

LABOR.MO.GOV/MINECAVE

Did You Know?

Mining is approximately an \$8 billion industry in Missouri.



MISSOURI WORKERS' SAFETY PROGRAM

Improving Workplace Safety and Reducing Insurance Costs

WE MAKE SURE BUSINESSES HAVE ACCESS TO INDIVIDUALIZED SAFETY AND HEALTH SERVICES BY:

- Ensuring insurance carriers provide individualized safety assistance when requested
- Maintaining a list of certified safety consultants that offer independent services
- Offering free safety and health services.

Developing a comprehensive safety and health management program can help lower your experience modifier rate below 1.0, saving you money.

LABOR.MO.GOV/MWSP



We provide equitable and timely resolutions by investigating and litigating complaints of discrimination and we work to prevent discrimination by providing training on nondiscriminatory practices.

HAVING A DIVERSE AND HARASSMENT-FREE WORKPLACE HELPS BUSINESSES BY:

Decreasing Employee Turnover Broadening Service Range Increasing Adaptability Helping Avoid Costly Lawsuits

LABOR.MO.GOV/DISCRIMINATION

TRAINING TOPICS INCLUDE:

- Harassment Prevention
- Diversity
- Discrimination
- Cultural Sensitivity
- Disability Awareness
- Employment Law
- Overview of the Missouri Human Rights Act
- And more...

We can also customize a training to fit your business.

LABOR.MO.GOV/TRAINING

IS YOUR BUSINESS ACCESSIBLE TO THOSE WITH DISABILITIES? Take our compliance test to find out. LABOR.MO.GOV/ACCESSIBLE



SHARED



AN ALTERNATIVE TO LAYOFFS

Shared Work is an alternative to layoffs that allows an employer to divide available work among affected employees who receive a portion of their unemployment benefits while working reduced hours.

BUSINESSES

Retain skilled employees during downturns or transition periods and reduce labor costs

EMPLOYEES

Retain regular benefits and receive a portion of unemployment while continuing to work

COMMUNITIES

Do not experience the economic impact of full layoffs and retain local skilled workers

AVOID A LAYOFF WITH SHARED WORK

A business facing a 20 percent reduction in production usually lays off one-fifth of its workforce.



Under Shared Work, the firm retains its total workforce on a four-day-a-week basis. Reducing hours from 40 to 32 cuts production by the needed 20 percent.

Allows the business to retain

100% of employees



Production cut by needed 20 percent

Workers receive wages for the four-day workweek and get unemployment benefits from the Shared Work Program.



The business keeps all employees AND reduces labor costs.



WIN

SHAREDWORK.MO.GOV

WIN

STILL FACING A LAYOFF? WE CAN HELP!

If a business is experiencing a temporary layoff of 20 or more employees, we can streamline the unemployment filing process.

- 1 Visit **UINTERACT.LABOR.MO.GOV** to submit a request for a mass layoff.
- 2 Fill out and upload a spreadsheet of affected workers.
- 3 We will automatically sign those individuals up for benefits.
- 4 Workers complete their weekly request for payment.

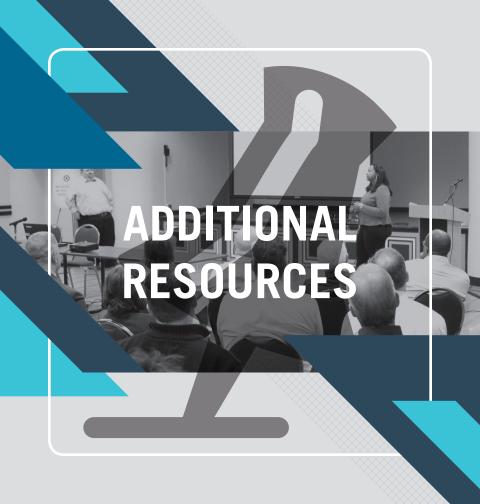
CLOSING OR PERMANENTLY RELOCATING?

Employment Transition Teams are here to help workers transition quickly to new positions. In partnership with the Department of Economic Development, we send a team to meet with employees to guide them through the unemployment process and into their next job.

The Employment Transition Team Includes:

- A Workforce Development Representative
- An Unemployment Insurance Representative
- A Local Job Center Representative

JOBS.MO.GOV/EMPLOYER/ETT



Experts are available to speak to your business or organization. We can even customize a presentation to fit your needs.

See a full list of trainings and presentations at: LABOR.MO.GOV/TRAINING

TRAINING AND PRESENTATIONS



Stay connected with the Missouri Department of Labor LABOR.MO.GOV/CONTACT-LABOR

WORKPLACE POSTERS

Employers are required to display certain posters to inform employees and customers of key provisions in the law.

Required workplace posters are available to download at: **I ABOR MO GOV/POSTERS**



















WWW.LABOR.MO.GOV

421 EAST DUNKLIN ST. P.O. BOX 504 JEFFERSON CITY, MO 65102

573-751-4091 FAX: 573-751-4135

TDD/TTY: 800-735-2966 RELAY MISSOURI: 711



DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS

Missouri Department of Labor and Industrial Relations is an equal opportunity employer/program.

TDD/TTY: 800-735-2966 Relay Missouri: 711

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